

169 Main Street
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Umzimkhulu
3297



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Tel: (039) 259 5000/5300
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CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN-435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

INVITATION TO APPLY FOR INTERNSHIP PROGRAMME FOR UMZIMKHULU LOCAL MUNICIPALITY

DURATION

THE INTERNSHIP PROGRAMME WILL RUN FOR A PERIOD OF 12 MONTHS.

MUST BE FROM UMZIMKHULU LOCAL MUNICIPALITY (PROOF OF RESIDENCE WILL BE REQUIRED)

INFRASTRUCTURE DEPARTMENT

INFRASTRUCTURE INTERN X2

STIPEND R 3 000.00 MONTHLY

MINIMUM REQUIREMENTS:

- Matric
- National Diploma in Civil Engineering or Quantity surveying.

KEY PERFORMANCE AREAS:

- Perform various duties in the Infrastructure Department

COMMUNITY AND SOCIAL SERVICES DEPARTMENT

COMMUNITY AND SOCIAL SERVICES INTERNS X1

STIPEND R 3 000.00 MONTHLY

MINIMUM REQUIREMENTS

- Matric
- 3-year relevant qualification in Social sciences, Community and Social services
- Good communication and interpersonal skill.

KEY PERFORMANCE AREAS

- Perform various duties in the community and social services Department

LIBRARY INTERN

STIPEND R 3 000.00 MONTHLY

MINIMUM REQUIREMENTS

- Matric.
- ND /Bachelor's Degree in Library and Information Science /relevant tertiary qualification in Library.
- Computer literate and good communication skills.

KEY PERFORMANCE AREAS

- Perform various duties at the library.

MUNICIPAL MANAGERS DEPARTMENT

MONITORING AND EVALUATION INTERN

STIPEND R 3 000.00 MONTHLY

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Business Administration /Bachelor of Administration (Local Government).
- Computer literate and good communication skills

KEY PERFORMANCE AREAS

- Assist in compiling departmental report perform all activities related to the implementation of new system including transfer of skills.
- Assist in developing performance agreements documents in consultation with COGTA.
- Assist in management of M&E Risk action plan.

Perform any other duties that may be delegated by supervisor

COMMUNICATION INTERN (ONE YEAR CONTRACT)

STIPEND R 3 000.00 MONTHLY

MINIMUM REQUIREMENTS

- Matric
- N.D.in Communications or Media and Journalism
- Computer literate and good communication skills
- Be able to do research and content development
- Qualification for Animation, Art work designing, or on Branding will an added advantage

KEY PERFORMANCE AREAS

- Assist in Writing, Copy and editing newsletter for the municipality
- Assist in organising municipal events and working together with district municipality.
- Assist in general communication management administration
- Perform any other duties that may be delegated by supervisor.

FINANCE DEPARTMENT

FINANCE INTERNX2

2 YEARS

STIPEND R5 424.00 MONTHLY

MINIMUM REQUIREMENTS

- Matric.
- Three year tertiary qualification in Accounting, Commerce/ Financial Management system
- Computer literate and good Communication skills.

KEY PERFORMANCE AREAS

- Perform various duties in the Financial Department.
- Assist in general Finance Management Administration
- Perform any other duties that may be delegated by supervisor.

All applications with comprehensive curriculum vitae and application letter, certified copies of education qualification must be addressed to:

The Municipal Manager

Attention: Corporate Services Manager (MS N.N.NDUKU)

UMzimkhulu Municipality

P.O.BOX 53

UMZIMKULU

5297

Or hand delivery to 169 main street uMzimkhulu municipality old building to the Corporate Services Manager

CLOSING DATE :16 AUGUST 2019

Enquiries can be directed to the corporate services manager .no fax or email application will be accepted
uMzimkhulu municipality is an equal opportunity employer with strong gender bias, woman and disabled candidates are encourage to apply

Canvassing support from municipal officials and councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect

The uMzimkhulu municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and state their disability.